

## IPASS Timeline by Role

	District Admin Tool User	Teacher	IPASS Test Coordinator
August		<ul style="list-style-type: none"> <li>• New teachers register on IPASS*</li> <li>• Returning teachers with new email addresses register on IPASS*</li> <li>• Returning teachers may need to request/change password in IPASS*</li> </ul>	
September	<ul style="list-style-type: none"> <li>• Assign all ISAT Alt teachers the IPASS Teacher Role at building level</li> <li>• Assign IPASS Test Coordinator Role at district level to appropriate person</li> <li>• Assign appropriate district administration IPASS Test Coordinator and IPASS Report Viewer Roles at district level</li> <li>• Assign appropriate building administration IPASS Test Coordinator and IPASS Report Viewer Role at building level</li> </ul>	<ul style="list-style-type: none"> <li>• Collect baseline data for all ISAT Alt students for each objective</li> </ul>	
October		<ul style="list-style-type: none"> <li>• Begin collecting artifacts</li> <li>• Email IPASS Test Coordinator current list of students who will be administered the ISAT Alt</li> </ul>	Assign all teachers and students in the IPASS system**
December 1		IPASS Opens <ul style="list-style-type: none"> <li>• Begin entering baseline data into IPASS system</li> <li>• IPASS ready to begin artifact upload</li> <li>• Continue collecting artifacts</li> </ul>	
January		Continue collecting artifacts and uploading into IPASS	Monitor progress of artifact upload
February		Finish collecting artifacts and uploading into IPASS	Monitor progress of artifact upload
By February 28 @ midnight (MST)		Complete upload and final submit	Monitor progress of artifact upload and final submission

\*The document **Registering in IPASS** can be found @ <http://idahotc.com/alternate-assessment/Home.aspx> in the documents tab

\*\* The document **IPASS How to Assign Teachers & Students** can be found at <http://idahotc.com/alternate-assessment/Home.aspx> in the documents tab

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